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| STANDARD PROCEDURE | | PAGE: 1 OF 3 | |
| ISSUED BY: SECURITY | | | |
| EFFECTIVE DATE: 4/22/97 | | | |
| PROCEDURE # 5.4 | | | |
| SUBJECT: ACCESS TO FACILITIES AND DATA WHILE ON EXTENDED LEAVE | | | |
| DISTRIBUTION CODE: A,B,C,D | | CONTACT: Security Officer | |
| | | Station: | #17 |
| | | Phone: | 564-5101 |

I. POLICY

In order to ensure that Kentucky Revenue Cabinet (KRC) facilities and data are secure and to protect the integrity of the KRC employee, the KRC requires that an employee on extended leave or suspension surrenders his identification badge and keys prior to leaving. Further, the KRC Security Officer is required to revoke the employee's computer security password(s) prior to his leaving.

II. PROCEDURE

Employee Requesting Extended Leave

A KRC employee who is approved for extended leave from the Cabinet for more than four (4) weeks or twenty (20) working days is required to:

1. Notify the Human Resources Branch in writing of his intention to take an extended leave five (5) working days in advance of his departure.
2. Surrender his identification badge and/or building access key(s) to the Security Officer on or before the close of business on his last working day.
3. Surrender any other work-related key(s) including, but not limited to, office door keys, desk keys, file drawer or cabinet keys, etc. to his immediate supervisor on or before the close of business of his last working day.
4. Submit to the KRC Security Office an appropriately signed Access Authorization Form for revoking access(es) on or before the close of business on his last working day.

Employee/Supervisor- Permission to Enter Workstation While on Extended Leave

A KRC employee who wishes to enter the work premises, to perform job duties while on approved extended leave, is required to obtain permission from his supervisor. The supervisor granting permission for an employee to enter the work premises is required to:

1. Notify the Security Office, in writing, three (3) working days in advance of the date when the employee will be working.
2. Notify the Human Resources Branch, in writing, five (5) working days in advance of the date the employee will be working.

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Employee Returning To Work From Extended Leave

A KRC employee returning to work from an approved extended leave is required to:

1. Notify the Human Resources Branch, in writing, of his intention to return to work five (5) working days in advance of his return to work.
2. Report immediately upon return to the Security Desk on the first floor of the 200 Fair Oaks Building.
3. Wait for Security Office personnel to escort him to Security Office to obtain an identification badge and/or building access keys.
4. Obtain all other work-related keys from immediate supervisor.
5. Submit an Access Authorization Form with the appropriate signatures to the Security Office.

Employee Placed on Leave at the Request of the KRC

A KRC employee placed on leave at the request of the Cabinet (i.e. special leave pending investigation, suspension, etc.) is required to surrender his identification badge and/or building access keys to the KRC Security Officer on or before the close of business of his final working day. The employee should also surrender any work-related keys including, but not limited to, office door keys, desk keys, file drawer or cabinet keys, etc. to his immediate supervisor on or before the close of business of his last working day.

NOTE: The employee's supervisor will submit an Access Authorization Form to the KRC Security Office revoking access(es) on the employee's last working day prior to mandatory leave.

Employee Returning To Work From Mandatory Leave

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| STANDARD PROCEDURE | PAGE: 3 OF 3 |
| ISSUED BY: | HUMAN RESOURCES BRANCH |
| EFFECTIVE DATE: | 4/22/97 |
| PROCEDURE # | 5.4 |
| SUBJECT: | ACCESS TO FACILITIES AND DATA WHILE ON EXTENDED LEAVE |

A KRC employee returning to work from a mandatory (i.e. special leave pending investigation, suspension, etc.) extended leave is required to:

1. Notify the Human Resources Branch in writing of his intention to return to work five (5) working days in advance of his return..
2. Report immediately upon return to the Security Desk on the first floor of the 200 Fair Oaks Building.
3. Wait for Security Office personnel to escort him to the Security Office to obtain an identification badge and/or building access keys.
4. Obtain all other work-related keys from immediate supervisor.
5. Submit an Access Authorization Form with the appropriate signatures to the Security Office.

III. DISCIPLINARY MEASURES

Any violation of this policy will be considered a lack of good behavior and may subject the employee involved to appropriate disciplinary measures to include any or all of the following: reprimand, suspension, fine and dismissal.

NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE # 1.1 ENTITLED " CREATION, REVISION AND RESCISSION OF KRC POLICIES AND PROCEDURES"

DISTRIBUTION CODES:

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| A. Senior Management | B. Division Directors | C. Branch Managers\Supervisors |
| D. Cabinet Personnel | E. Division Personnel | F. Branch Personnel |
